



STATE OF CALIFORNIA

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**CALIFORNIA DEBT LIMIT ALLOCATION COMMITTEE**

915 CAPITOL MALL, ROOM 311

SACRAMENTO, CA 95814

TELEPHONE: (916) 653-3255

FAX: (916) 653-6827

[www.treasurer.ca.gov/cdlac](http://www.treasurer.ca.gov/cdlac)

Joanie Jones-Kelly  
*Executive Director*

**MEMBERS**

Bill Lockyer, Chairman  
*State Treasurer*

Arnold Schwarzenegger  
*Governor*

John Chiang  
*State Controller*

## JOB OPPORTUNITY BULLETIN

<b>Class:</b>	<b>Office Technician (Typing)</b>
<b>Tenure:</b>	<b>Permanent</b>
<b>Time Base:</b>	<b>Full-Time</b>
<b>Salary:</b>	<b>\$2686 - \$3264</b>

Under the supervision of the Staff Services Manager II, the Office Technician (T) performs the following clerical support duties:

### **DESCRIPTION OF ESSENTIAL FUNCTIONS:**

- Utilizing a personal computer word processing system, types, edits and maintains complex technical and legal documents pertaining to the Committee's actions and responsibilities, such as staff reports, resolutions, letters, invoices and other information and materials; types, edits and maintains complex technical reports, spreadsheets and memoranda; types and edits correspondence of a sensitive nature prepared by the Executive Director and Manager; types and edits for grammatical content and accuracy correspondence and reports for the committee's professional staff. Independently composes letters and memoranda for signature by the Executive Director and Manager.
- Tactfully answers and screens telephone calls. Answers inquiries of a sensitive nature that require a knowledge of the California Debt Limit Allocation Committee policies and procedures. Independently prepares, types and edits, for the Committee's professional staff, correspondence to local government agencies, bond counsel, underwriters and members of other private sector firms concerning scheduled meetings, agendas and the committee's mailing list.
- Establishes and maintains system for filing Committee's records in chronological order and by subject matter; establishes and maintains records retention system; maintains system for tracking payment of fees for projects receiving allocation; researches delinquent payments, contacts investment bankers concerning payment, and prepares appropriate correspondence for signature by the Executive Director or other professional staff.
- Orders supplies. Establishes and maintains system for tracking purchases and for inventory control. Assists the Manager in monitoring the expenditure of budgeted funds. Assists Executive Assistant in scheduling and arranging Committee's monthly public meetings. Coordinates, in conjunction with the Manager, the preparation of the Committee Members' meeting packets; coordinates the reproduction, assembly and distribution of the public meeting agenda and packets to the Members and other interested parties. Acts as Committee Secretary at the public meetings; calls roll and calls members to confirm a quorum.

**DESIRABLE QUALIFICATIONS:**

- Ability to handle multiple assignments and critical deadlines.
- Ability to communicate effectively, both orally and in writing.
- Ability to work cooperatively with others.
- Computer skills are an asset.
- Initiative, resourcefulness and good judgment.
- Good work habits and dependability.

**CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and are interested in a lateral transfer or reinstatement may apply. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and the Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e., list eligibility and score, SROA, surplus employee, reinstatement, etc.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "343-001-1139-003" next to the classification on your applications/resume, i.e., Office Technician (T) (343-1139-003).

***PLEASE INCLUDE A COPY OF YOUR TYPING CERTIFICATE OR YOU WILL NOT BE CONSIDERED FOR A HIRING INTERVIEW.***

**FINAL FILING DATE:**

Applications will be accepted **until filled**. Applications will be screened and only individuals with the best qualifications will be interviewed.

**SUBMIT APPLICATIONS TO:**

Judy Hansen  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
Calnet (916) 453-3100

An equal opportunity employer – equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the American Disabilities Act (ADA). If you need additional information or assistance, please contact the California Debt Limit Allocation Committee at (916) 653-3461 or TDD (916) 654-9922.  
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03/10/09